

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE GENERAL SERVICES ADMINISTRATION
AND THE DEPARTMENT OF HOMELAND SECURITY
IMMIGRATION AND CUSTOMS ENFORCEMENT**

I. Purpose

This Memorandum of Understanding (MOU) formalizes the agreement between the General Services Administration (GSA) ("Servicing Agency") and the Department of Homeland Security, U.S. Immigration and Customs Enforcement (ICE) ("Requesting Agency") regarding the reimbursable detail ("Detail") of (b) (6), (b) (7)(C) ("Detailee") from the Servicing Agency to the Requesting Agency.

II. Authority

This Agreement is authorized under the provisions of The Homeland Security Act of 2002, 6 U.S.C. § 112(b) and the Economy Act, 31 U.S.C. § 1535.

III. Background and Duration

The Detailee is currently the Director of Operations with the Servicing Agency's 18F Team. 18F is an organization within the Servicing Agency that provides digital services support to federal customers. The 18F Team works to connect the people, principles, and methodologies of the technology startup world with the government's leaders in innovation, 18F seeks to improve the way agencies tackle their missions.

This reimbursable detail will begin on September 6th, 2015, and end on March 6th, 2016 for a total duration of approximately six (6) months. The detail may be extended for up to six (6) months upon agreement between the Servicing Agency and the Requesting Agency.

Notwithstanding any provision of this MOU, the Detailee may request termination of the Detail at any point with or without cause. Should the Detailee elect to terminate the Detail and return to the Servicing Agency, the Detailee shall give the Requesting Agency no less than ten (10) business day's notice.

IV. Duties

During the Detail, the Detailee will perform a variety of duties as a Facilities Manager overseeing a wide range of facilities project activities within the Requesting Agency's Headquarters facility at 500 12th Street SW, Washington, DC 20536, in the Office of Asset and Facilities Management (OAFM). Specifically, these duties shall include overseeing and managing the owned and leased portfolios, the acquisition and construction of ICE facilities nationwide, leveraging a combined staff of Federal and contractor personnel. The Detailee will interact with heads of ICE Program Offices and Senior officials regarding program requirements, resource allocation decisions, funding requirements, program budget execution, service level agreements and space management planning.

V. Justification

The Detailee will perform duties that are similar or related to matters currently performed by the Detailee at the Servicing Agency.

This assignment will strengthen the Detailee's knowledge of facilities management and the related fiscal and human resource management facets related to the Facilities Management directorate.

The Requesting Agency will benefit from the Detailee's knowledge of real property management strategies, construction project coordination techniques, policies, regulations, acquisition and investment management.

The Servicing Agency, upon return of the Detailee at the end of the Detail, will benefit from the Detailee's enhanced knowledge and expertise in the subject areas listed above. In particular, the Servicing Agency will benefit substantially from the Detailee's enhanced knowledge and expertise in property management, financial management, and fiscal matters.

VI. Reimbursement of Compensation and Benefits Costs

The Requesting Agency will reimburse the Servicing Agency for an amount equal to the Detailee's compensation and benefits earned by the Detailee for the period of the Detail.

Should the Detail be terminated at the request of the Detailee or by agreement of the Requesting Agency and Servicing Agency, the Requesting Agency will reimburse the Servicing Agency for amounts equal to the compensation and benefits earned by the Detailee prior to the early termination of the Detail.

Similarly, should the Detail be extended beyond the six (6) month term contemplated in Section II, the Requesting Agency shall reimburse the Servicing Agency for the compensation and benefits earned by the Detailee during any additional period.

The following information will be used by the Requesting Agency and the Servicing Agency to conduct an Intra-governmental Payment and Collection (IPAC) transaction for all amounts due under this agreement:

Name / Description	Value
Requesting Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	7050540 DISB
Servicing Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	47X5341 COLL
Servicing Agency's Department Code	<i>FY15:</i> 2015-A-00-285F-DS11-Q00XF000-AF151-1 8F Billable <i>FY16:</i> 2016-A-00-285F-DS11-Q00XF000-AF151-1 8F Billable
Requesting Agency's Transaction Point of Contact	(b) (6), (b) (7)(C)
Servicing Agency's Transaction Point of Contact	Patrick Bateman (Patrick.bateman@gsa.gov)

VII. Other Costs

Travel, transportation, and related allowances associated with the Detail will be paid by the Requesting Agency, as authorized by the Requesting Agency in the performance of official duties, and subject to the availability of appropriated funds and applicable laws.

Any costs associated with security clearance or other qualifications necessary for the Detailee to perform pursuant to this MOU shall be paid by the Requesting Agency.

VIII. Timekeeping and Leave

The Servicing Agency will maintain the Detailee's official time and attendance record during the Detail.

The Requesting Agency supervisor must approve in writing all leave taken by the Detailee during the Detail period. Upon approval of a leave request by the Requesting Agency, the Detailee shall provide the Servicing Agency with documentation of the request and approval of leave.

IX. Duty Station During Detail

The Detailee shall report to U.S. Immigration & Customs Enforcement (ICE), Potomac Center North (PCN), 500 12th Street S.W., Washington, D.C. 20536 during the Detail unless directed to another duty station in writing by the Requesting Agency.

X. Evaluation of Performance

The Requesting Agency shall supply a proposed written performance plan for the Detailee no later than thirty (30) days from the effective date of the Detail.

Upon written approval of this performance plan by the Detailee it shall be provided to the Servicing Agency and included in the Detailee's official employment file.

At the conclusion of the Detail, the Requesting Agency shall conduct an evaluation of the Detailee's performance during the Detail pursuant to the agreed upon performance plan.

The Requesting Agency shall provide the Servicing Agency and the Detailee with written copies of the results of this evaluation no later than thirty (30) days from the end of the Detail.

XI. Agreement of the Parties

This MOU represents the complete agreement of the parties.

FOR THE REQUESTING AGENCY:

(b) (6), (b) (7)(C)

Director, Office of Workforce Management
Office of the Chief Financial Officer
U.S. Immigration & Customs Enforcement (ICE)

August 28, 2015
[DATE]

FOR THE SERVICING AGENCY:

(b) (6)

Phaedra S. Chrousos
Associate Administrator
Office of Citizen Services and Innovative Technologies/18F
U.S. General Services Administration

9/3/2015

[DATE]

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	See Attached MOU
Title	Deputy, Chief Financial Officer	
Telephone Number(s)	(b) (6), (b) (7)(C)	
Fax Number		
Email Address		
SIGNATURE		
Approval Date	8/28/15	

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 -
GT&C # _____ Order # _____ Amendment/Mod # _____

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
GT&C # _____ Order # _____ Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____ \$10,941.00
Overhead Fees & Charges _____
Total Estimated Amount _____ \$10,941.00

Provide a general explanation of the Overhead Fees & Charges
NA

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

ICE shall reimburse the GSA for the salary and benefits costs of Mr. Richard Miller.

See attached MOU

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

See attached MOU

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - _____
 GT&C # _____ Order # Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name	U.S. Immigration and Customs Enforcement	U.S. General Services Administration
Address	500 12th St., SW Washington, DC 20536	1800 F Street, NW Washington, DC 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ **New**

☐ **Amendment** – Complete only the GT&C blocks being changed and explain the changes being made.

☐ **Cancellation** – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 09-06-2015 End Date 09-30-2015 of IAA or effective cancellation date
 MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐ State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

IAA Number _____ - _____ - _____
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) _____

FMS Form 7600B
04/12

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # _____ Order # _____ Amendment/Mod # _____ Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		70191512								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
OR Current TAS format		7050540								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)																	
BPN		DUNS: 130221646								DUNS: 964253686							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		19 BA 953300000 NONE000000. 2430200000000000 GE 2532								TIN: 44-0553234							
Requesting Agency Funding Expiration Date 09-30-2015 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2020 MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$10,941.00		\$ 10,941.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$ 0.00				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 10,941.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation NA									
Net Line Amount Due				\$ 10,941.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____ - _____ - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____
 Servicing Agency's Agreement
 Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed: _____

30. Total Net Order Amount: \$ 10,941.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

See Attached MOU

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning: _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation): _____

34. Payment Terms (Check One)

- ☒ 7 days ☐ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ - _____ - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____
 Servicing Agency's Agreement
 Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	Phaedra Chrousos
Title	Deputy, Chief Financial Officer	Association Administrator, OCSIT/18F
Telephone Number	(b) (6), (b) (7)(C)	
Fax Number		
Email Address	(b) (6), (b) (7)(C)	Phaedra.Chrousos@gsa.gov
SIGNATURE	(b) (6), (b) (7)(C)	(b) (6)
Date Signed	8/27/15	9/3/15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	Robin Short
Title	Acting Director, OBPP	Deputy Controller
Telephone Number	(b) (6), (b) (7)(C)	
Fax Number		
Email Address	(b) (6), (b) (7)(C)	(b) (6)
SIGNATURE	(b) (6), (b) (7)(C)	(b) (6)
Date Signed	8/28/15	9/3/15

IAA Order

IAA Number _____ - _____ - _____
 GT&C # _____ Order # _____ Amendment/Mod # _____
 Servicing Agency's Agreement
 Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	(b) (6), (b) (7)(C)	Kathryn Connolly
Title	Supervisory Financial Program Specialist	Innovation Operations Specialist
Office Address	1605 LBJ Freeway, STE (b) (6), (b) (7)(C) Farmers Branch, TX 75234	
Telephone Number	(b) (6), (b) (7)(C)	
Fax Number		
Email Address		18F-Finance-CS@gsa.gov
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

UNITED STATES DEPARTMENT OF HOMELAND SECURITY
Immigration And Customs Enforcement

Miscellaneous Obligation Screen Printout

Document Number 1927150FANONE0001 Period of Performance From 06-SEP-2015 To 30-SEP-2015 Doc Date 22-AUG-2015
Document Type MOOVT Vendor Name GSA, HEARTLAND FINANCE CENTER Vendor Taxpayer ID (TIN) 440553234

Item Number: 1 Description: IAA FOR (b) (6), (b) (7)(C) FROM THE GSA (DETAIL TO OFA)

QUANTITY	UNIT	UNIT PRICE	FUNDING LOCATION	BENEFIT LOCATION	FUND CODE	PROGRAM	PROJECT	SPENDING PLAN CODE	SUB-OBJECT CLASS	OBLIGATION AMOUNT
1.00	EA	10,941.00	24-30-2300-00-00-00-00	-----	EA	95-33-00-000	MONR000-000	000	25-32	10,941.00

(b) (6), (b) (7)(C)

Date: 2015.08.25 15:00:46 -0400

Signature of _____
Approving Official ICS Date

Interim Form
(PENDING FINALIZATION)

Tina Tate

Digitally signed by Tina Tate
DN: cn=Tina Tate, o=ICE, email=tate@ice.dhs.gov,
c=US

Signature of Funding Official _____
(Certification of Funds Availability) Date

To: Andrew Roach and Phaedra Chrousos

CC: (b) (6), (b) (7)(C)

From: Joshua Bailes, 18F Agreements Lead

Re: Program Office/CFO Signatures for 18F IAA with ICE

Agreement For Signature Cover Sheet

Who is the originator of the request - Portfolio/Business line/Integrator?

ICE

Briefly describe the service that is being provided

Detail of (b) (6), (b) (7)(C) to ICE

Who is the provider of the service?

18F

Who is the beneficiary of the service?

ICE

What is the period of performance?

10/1/15-3/6/16

What is the amount being requested?

\$68,418

What is the FY in which the funding will be obligated?

FY16

When is the deadline for having the IAA signed?

ASAP

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # Amendment/Mod # _____

DEPARTMENT AND/OR AGENCY

1.		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	U.S. Immigration and Customs Enforcement	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F
	Address	500 12th St., SW Washington, DC 20536	1800 F Street, N.W. Washington, D.C. 20405

2. Servicing Agency Agreement Tracking Number (Optional) _____

3. Assisted Acquisition Agreement Yes ☐ No ☒

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10-01-2015 End Date 03-06-2016 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☐

State the other renewal period: _____

No ☒

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
(Optional for Assisted Acquisitions)

Direct Cost _____ \$68,413.00
Overhead Fees & Charges _____
Total Estimated Amount _____ \$68,413.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

ICE shall reimburse the GSA for the salary and benefits costs of (b) (6), (b) (7)(C)

See attached MOU

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

See attached MOU

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IAA Number _____ - 0000 - 0000
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14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

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18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number _____ - 0000 - 0000
GT&C # _____ Order # _____ Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	Phaedra Chrousos
Title	Director, OCFO Workforce Management	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6), (b) (7)(C)	
Fax Number		
Email Address	(b) (6), (b) (7)(C)	ph(b) (6) gov
SIGNATURE	(b) (6), (b) (7)(C)	(b) (6)
Approval Date	Oct 5, 2015	10-29-15

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number _____ - 0001 - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Immigration Customs and Enforcement	U.S. General Services Administration / OCSIT / 18F
Responsible Organization/Office Address	500 12th St., SW Washington, DC 20536	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.**

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$0.00
Net Modified Amount Due	\$ 0.00	\$0.00	\$0.00	\$ 0.00	\$0.00

27. Performance Period Start Date 10-01-2015 End Date 12-11-2015
 For a performance period mod, insert the start and end dates that reflect the new performance period. MM-DD-YYYY MM-DD-YYYY

IAA Order

IAA Number - 0001 - Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional)

28. Order Line/Funding Information												Line Number <u> </u>						
				Requesting Agency Funding Information					Servicing Agency Funding Information									
ALC		70191512										47-00-0016						
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		
OR Current TAS format			7060540						47X45341									
BETC			DISB						COLL									
Object Class Code (Optional)																		
BPN			DUNS: 130221646						964253686									
BPN + 4 (Optional)																		
Additional Accounting Classification/Information (Optional)									2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable									
Requesting Agency Funding Expiration Date 09-30-2016 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2021 MM-DD-YYYY									
(b) (6), (b) (7)(C) Detail																		
Project Number & Title																		
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																		
See Form 7600B, Attachment A Statement of Work																		
North American Industry Classification System (NAICS) Number (Optional) <u> </u>																		
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:									
Unit of Measure								Contract Cost		\$								
Quantity	Unit Price	Total				Servicing Fees		\$										
1	\$31,742.00	\$ 31,742.00				Total Obligated Cost		\$ 0.00										
Overhead Fees & Charges		\$				Advance for Line (-)		\$										
Total Line Amount Obligated		\$ 31,742.00				Net Total Cost		\$ 0.00										
Advance Line Amount (-)		\$				Assisted Acquisition Servicing Fees Explanation												
Net Line Amount Due		\$ 31,742.00																
Type of Service Requirements																		
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																		

IAA Order

IAA Number _____ - 0001 - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 31,742.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒ Other Attachments (Optional)

See Attached MOU

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

- ☒ 7 days ☐ Other Payment Terms (include explanation): _____

IAA Order

IAA Number _____ - 0001 - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	Phaedra Chrousos
Title	Director, OCFO Workforce Management	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6), (b) (7)(C)	
Fax Number		
Email Address	(b) (6), (b) (7)(C)	(b) (6)
SIGNATURE	(b) (6), (b) (7)(C)	(b) (6)
Date Signed		10/2/15

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	(b) (6), (b) (7)(C)	Francisco Wong Vidal
Title	Branch Chief, OBPP	Budget Analyst, FAS Budget Division
Telephone Number	(b) (6), (b) (7)(C)	francisco.wongvidal@gsa.gov
Fax Number		
Email Address	(b) (6), (b) (7)(C)	Co-signed: Andrew Roach
SIGNATURE	(b) (6), (b) (7)(C)	FRANCISCO WONG VIDAL
Date Signed		ANDREW ROACH

IAA Order

IAA Number _____ - 0001 - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	(b) (6), (b) (7)(A)	Kathryn Connolly
Title	Supervisory Financial Program Specialist	Innovation Specialist
Office Address		1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	(b) (6), (b) (7)(A)	18f-finance-cs@gsa.gov
Signature & Date (Optional)		

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

Department of Homeland Security
Immigration and Customs Enforcement

7600B, ATTACHMENT 2
Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535(a)(2), (a)(4), the requesting agency, DHS-ICE intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

- A. The requesting agency has a need for the servicing agency to provide services via a detail. The total cost of the agreement is estimated to be \$68,413.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name

(b) (6), (b) (7)(A)

DIRECTOR, OCFD WORKFORCE MANAGEMENT

Signature

(b) (6), (b) (7)(A)

Date

10/25/15

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE GENERAL SERVICES ADMINISTRATION
AND THE DEPARTMENT OF HOMELAND SECURITY
IMMIGRATION AND CUSTOMS ENFORCEMENT**

I. Purpose

This Memorandum of Understanding (MOU) formalizes the agreement between the General Services Administration (GSA) ("Servicing Agency") and the Department of Homeland Security, U.S. Immigration and Customs Enforcement (ICE) ("Requesting Agency") regarding the reimbursable detail ("Detail") of (b) (6), (b) (7)(A) ("Detailee") from the Servicing Agency to the Requesting Agency.

II. Authority

This Agreement is authorized under the provisions of The Homeland Security Act of 2002, 6 U.S.C. § 112(b) and the Economy Act, 31 U.S.C. § 1535.

III. Background and Duration

The Detailee is currently the Director of Operations with the Servicing Agency's 18F Team. 18F is an organization within the Servicing Agency that provides digital services support to federal customers. The 18F Team works to connect the people, principles, and methodologies of the technology startup world with the government's leaders in innovation, 18F seeks to improve the way agencies tackle their missions.

This reimbursable detail will begin on September 6th, 2015, and end on March 6th, 2016 for a total duration of approximately six (6) months. The detail may be extended for up to six (6) months upon agreement between the Servicing Agency and the Requesting Agency.

Notwithstanding any provision of this MOU, the Detailee may request termination of the Detail at any point with or without cause. Should the Detailee elect to terminate the Detail and return to the Servicing Agency, the Detailee shall give the Requesting Agency no less than ten (10) business day's notice.

IV. Duties

During the Detail, the Detailee will perform a variety of duties as a Facilities Manager overseeing a wide range of facilities project activities within the Requesting Agency's Headquarters facility at 500 12th Street SW, Washington, DC 20536, in the Office of Asset and Facilities Management (OAFM). Specifically, these duties shall include overseeing and managing the owned and leased portfolios, the acquisition and construction of ICE facilities nationwide, leveraging a combined staff of Federal and contractor personnel. The Detailee will interact with heads of ICE Program Offices and Senior officials regarding program requirements, resource allocation decisions, funding requirements, program budget execution, service level agreements and space management planning.

V. Justification

The Detailee will perform duties that are similar or related to matters currently performed by the Detailee at the Servicing Agency.

This assignment will strengthen the Detailee's knowledge of facilities management and the related fiscal and human resource management facets related to the Facilities Management directorate.

The Requesting Agency will benefit from the Detailee's knowledge of real property management strategies, construction project coordination techniques, policies, regulations, acquisition and investment management.

The Servicing Agency, upon return of the Detailee at the end of the Detail, will benefit from the Detailee's enhanced knowledge and expertise in the subject areas listed above. In particular, the Servicing Agency will benefit substantially from the Detailee's enhanced knowledge and expertise in property management, financial management, and fiscal matters.

VI. Reimbursement of Compensation and Benefits Costs

The Requesting Agency will reimburse the Servicing Agency for an amount equal to the Detailee's compensation and benefits earned by the Detailee for the period of the Detail.

Should the Detail be terminated at the request of the Detailee or by agreement of the Requesting Agency and Servicing Agency, the Requesting Agency will reimburse the Servicing Agency for amounts equal to the compensation and benefits earned by the Detailee prior to the early termination of the Detail.

Similarly, should the Detail be extended beyond the six (6) month term contemplated in Section II, the Requesting Agency shall reimburse the Servicing Agency for the compensation and benefits earned by the Detailee during any additional period.

The following information will be used by the Requesting Agency and the Servicing Agency to conduct an Intra-governmental Payment and Collection (IPAC) transaction for all amounts due under this agreement:

Name / Description	Value
Requesting Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	7050540 DISB
Servicing Agency's Treasury Account Symbol and Business Event Type Code (TAS/BETC)	47X5341 COLL
Servicing Agency's Department Code	<i>FY15:</i> 2015-A-00-285F-DS11-Q00XF000-AF151-1 8F Billable <i>FY16:</i> 2016-A-00-285F-DS11-Q00XF000-AF151-1 8F Billable
Requesting Agency's Transaction Point of Contact	(b) (6), (b) (7)(A)
Servicing Agency's Transaction Point of Contact	Patrick Bateman (Patrick.bateman@gsa.gov)

VII. Other Costs

Travel, transportation, and related allowances associated with the Detail will be paid by the Requesting Agency, as authorized by the Requesting Agency in the performance of official duties, and subject to the availability of appropriated funds and applicable laws.

Any costs associated with security clearance or other qualifications necessary for the Detailee to perform pursuant to this MOU shall be paid by the Requesting Agency.

VIII. Timekeeping and Leave

The Servicing Agency will maintain the Detailee's official time and attendance record during the Detail.

The Requesting Agency supervisor must approve in writing all leave taken by the Detailee during the Detail period. Upon approval of a leave request by the Requesting Agency, the Detailee shall provide the Servicing Agency with documentation of the request and approval of leave.

IX. Duty Station During Detail

The Detailee shall report to U.S. Immigration & Customs Enforcement (ICE), Potomac Center North (PCN), 500 12th Street S.W., Washington, D.C. 20536 during the Detail unless directed to another duty station in writing by the Requesting Agency.

X. Evaluation of Performance

The Requesting Agency shall supply a proposed written performance plan for the Detailee no later than thirty (30) days from the effective date of the Detail.

Upon written approval of this performance plan by the Detailee it shall be provided to the Servicing Agency and included in the Detailee's official employment file.

At the conclusion of the Detail, the Requesting Agency shall conduct an evaluation of the Detailee's performance during the Detail pursuant to the agreed upon performance plan.

The Requesting Agency shall provide the Servicing Agency and the Detailee with written copies of the results of this evaluation no later than thirty (30) days from the end of the Detail.

XI. Agreement of the Parties

This MOU represents the complete agreement of the parties.

FOR THE REQUESTING AGENCY:

(b) (6), (b) (7)(A)

Director, Office of Workforce Management
Office of the Chief Financial Officer
U.S. Immigration & Customs Enforcement (ICE)

August 28, 2015
[DATE]

FOR THE SERVICING AGENCY:

(b) (6)

Phaedra S. Chrousos
Associate Administrator
Office of Citizen Services and Innovative Technologies/18F
U.S. General Services Administration

9/3/2015

[DATE]